



Examinations Development and Classification/Compensation Division (EDCC)

Job Analysis Final Approval

Section 1: To Be Completed by Qualified Job Analyst

Your Agency:

Division/Program name:

Your name:

Your job title:

PLEASE NOTE: Do not write your working title. if you are not sure what your job title is, you can find it under your Timesheet page in Edison.

Your Work Location (building/city)

Study Start Date:

Study End Date:

Number of Subject Matter Experts:

Please list the names and job titles of the Subject Matter Experts:

PLEASE NOTE: Do not write the SMEs' working titles. if you are not sure what the SMEs' job titles are, please request this information from your agency HRO.

End of Section 1. Please save your information and email a copy of this form to your Agency HRO or designated Agency HR representative.

Section 2: To Be Completed by Agency HRO

Submitter's name:

Submitter's job title:

PLEASE NOTE: Do not write your working title. If you are not sure what your job title is, you can find it under your Timesheet page in Edison.

Submitter's e-mail address (to receive receipt that this form has been delivered to EDCC):

Submitter's work phone:

Submitter's fax:

Please list the names and job titles of the qualified Job Analysts assigned to conducting the study:

PLEASE NOTE: Do not write the Job Analysts' working titles.

Please click [here](#) to submit the files necessary for review. These include:

- Current organizational chart
- Proposed organizational chart
- SME biographical information sheets
- Task statement rating forms
- KSAC rating forms
- Education and Experience forms
- Draft Class Specification

PLEASE NOTE: If you do not submit these files now, you will be asked to at a later date and lengthen the review process.

End of Section 2. Thank you for completing the request form. Once you have submitted all the requested files, please save a copy of this form for your records and click submit.